

~~SECRET~~

MEMORANDUM TO: Assistant Director for Policy Coordination
FROM : Assistant Director for Research and Reports
SUBJECT : Procedures for O/RR Support of O/PC

21 MAY 1951

1. The Office of Research and Reports is currently providing economic and geographic intelligence support to the various offices of CIA, including O/PC. The purpose of this memorandum is to suggest procedures that will expedite that support.

2. The Division of Reports, successor to the Publications Division, is the unit in O/RR through which are channeled incoming requests, both oral and written, and outgoing reports. It is suggested, therefore, that all requests, with the exceptions noted below, be addressed to that division directly from your intelligence support group. That procedure worked well before the recent reorganization, and it is believed that a resumption of it will result in advantages to both offices. The Chief of the Reports Division is [REDACTED] and the person immediately in charge of contacts with O/PC is [REDACTED] (Room 2216 "E" Building, Extension 2763).

3. Requests for the construction or reproduction of maps that are needed for intelligence and operational support of O/PC and that do not involve extensive substantive research should be addressed directly to the Geographic Division, [REDACTED] Chief (Room 2130 "E" Building, Extension 535). Initial specifications for new maps may be discussed with [REDACTED] Chief of its Cartography Branch (Building 11, Extension 741). The Map Library Branch (Washington Auditorium) of D/C will continue to accept direct requests for published reference maps (Extension 2596) and information on place locations (Extension 2527). Other requests for geographic support should be channeled through the Reports Division.

4. Where major projects are concerned it is suggested that the requests be directed from your office to the Assistant Director, O/RR.

5. It is hoped that these procedures will bring mutually convenient results. Your comments on any aspects of O/RR support of your mission will be welcome.

151
MAX F. HILLIKAN

O/RR:D/R; [REDACTED]:mth
Distribution:

(0&1) Addressee
✓(2) AD/RR
(1) D/G
(1) D/R

~~SECRET~~

MAY 10 1951
after-3